



CITY OF CHAMBLEE FOR MEDIA PRODUCTION PERMIT

See back for PERMIT GUIDELINES

Date of Submittal to the City _____ Received by: _____

Incomplete applications will not be accepted. On a separate page, please provide a narrative description of the requested filming activities. Upon proper submission of this application, the City Manager shall have 10 days to make a decision on the issuance of a permit unless a building permit is required. If a building permit is required, the City Manager shall have 14 days to make a decision on the issuance of the permit.

1. Applicant Name: _____

Company: _____

Address: _____

Phone: _____ Emergency contact: _____

Email: _____

2. Dates / Hours of Filming _____

3. Location of Filming Event: _____

4. Location of Base Camp (if applicable): _____

5. Authorization of Property Owner: Attach written authorization of the property owner.

6. Insurance Certificate & Hold Harmless Agreement. Attach certificate and agreement.

7. City Facilities: Is access to City parks or other public facilities requested? _____

If so, please specify locations, dates and times:

Location: _____

Dates: _____ Hours: _____

8. Street closing or encroachment requested: _____

Location: _____

Dates: _____ Hours: _____

9. Fees due at permit issuance: _____

Application Fee: \$200

Chamblee Police: \$50 per hour per officer

City Park: \$500/day

Permit Fees: \$150/day

Street Closure Fee: \$500/day

Civic Center/Keswick Park Recreation Center: \$500/day

Authorization

After review of this application, the permit requested is hereby:

_____ Approved _____ Denied for the following reason(s):

Signature: _____ Date: _____

City Manager

CITY OF CHAMBLEE FILM AND MOVIE PERMIT GUIDELINES

These guidelines should be followed by any individual or company interested in film production or photography on property in the City of Chamblee. The guidelines are subject to change and may be enforced as stipulations of a film permit.

1. Request permission from the City to use property for film production or photography at least 10 days in advance of production.
2. Please complete the Application for Film Permit and submit through the Economic Development Manager's Office at City Hall, 5468 Peachtree Road, Chamblee, GA 30041.
3. If permission is granted by the City, a written permit will be issued including time, date, and location of filming and acceptable activities within the scope of the permit.
4. Use of private property requires written permission of the property owner.
5. Permittees must provide all residents and businesses within a 500-foot radius of the film location written notice of the dates, times, location addresses and production company contact at least 48 hours prior to the first film activity.
6. If streets are to be blocked or traffic disrupted in any manner, police officers must be scheduled at a minimum of three hours per day for City of Chamblee officers. The cost is \$50/hour. This arrangement can be made through the Chamblee Police Department at 770-986-5005.
7. On-street parking of commercial vehicles and trailers is strictly prohibited.
8. City parks and facilities may be rented when available, and are subject to fees. Contact the Parks and Recreation Department at 770-986-5016.
9. Upon receipt of the permit, the production company must provide a certificate of insurance naming the City of Chamblee as an additional insured. The City requires an insurance policy rider for general liability and worker's compensation for \$1,000,000 each occurrence and aggregate with endorsement naming the City of Chamblee as additional insured.
10. The City shall require the production company to have a copy of the permit on site at all times.
11. Upon completion of work, all materials and debris shall be entirely removed and the right-of-way left in a condition satisfactory to the Director of Public Works.
12. Emergency vehicle access shall be maintained at all times.
13. The city of Chamblee logo may not be included in the film without written permission from the City of Chamblee.

For additional information contact the Economic Development Manager at 770-986-5010.